

Federal Supply Service
Authorized Federal Supply Schedule Price List



GSA Financial and Business Solutions
(FABS)

Federal Supply Group: 520, Service Code: R703
Contract Number GS-23F-0069W
2011 - 2012 Catalogue

Contractor's Name:

XL Associates, Inc.
(A Veteran-Owned Small Business)
1650 Tysons Boulevard, Suite 720, McLean, VA 22102
Phone 703-848-0400, Fax 703-848-2077
www.xla.com

Contract Period:

06/10/2010 – 06/09/2015



On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Internet address is www.gsaadvantage.gov.

For more information on ordering from Federal Supply Schedules, click on the GSA Schedules button at www.fss.gsa.gov.



Customer Information

1a. Awarded Special Item Number (SIN)

SIN 520 22/22RC: Grants Management Support Services

RC – Recovery Purchasing authorized. This allows state and local governments' access to this schedule in time of a designated national emergency.

1b. Awarded Prices/Hourly Rates: See Table 1

1c. Labor Category Descriptions: See Tables 2, 3, and 4

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Coverage (Delivery Area): Domestic U.S.

5. Point of Production: XL Associates facilities and customer sites as required.

6. Discount from list prices: Government net prices (discounts already deducted).

7. Quantity Discounts: Considered on a case-by-case basis.

8. Prompt Payment Terms: Net 30 days.

9. Government Purchase Cards: Accepted above or below the micro-purchase threshold.

10. Foreign Items: None.

11a. Time of Delivery: As agreed in each task/delivery order.

11b. Expedited Delivery: Contact XL Associates.

11c. Overnight and Two-Day Delivery: Available - Contact XL Associates.

11d. Urgent Requirements: Contact XL Associates.

12. F.O.B. Point(s): Destination.

13a. Ordering Address: XL Associates, Inc.
7900 1650 Tysons Blvd, Suite 720
McLean, VA 22102

Attention: Dale Ritchie, Director of Operations

Email: dritchie@xla.com

Phone 703-848-0400, Fax 703-848-2077



- 13b. Ordering Procedures:** For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:** Same as Ordering Address.
- 15. Warranty Provision:** Not Applicable.
- 16. Export Packing Charges (if applicable):** Not Applicable.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** Contact XL Associates.
- 18. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable.
- 19. Terms and Conditions of Installation:** Not Applicable.
- 20. Terms and Conditions of Repair Parts Indicating Dates of Parts Price Lists and Any Discounts from List Prices:** Not Applicable.
- 20a. Terms and Conditions for Any Other Services:** Not Applicable.
- 21. List of Service and Distribution Points:** Not Applicable.
- 22. List of Participating Dealers:** Not Applicable.
- 23. Preventive Maintenance:** Not Applicable.
- 24a. Special Attributes Such As Environmental Attributes:** Not Applicable.
- 24b. Section 508 Compliance:** Not Applicable.
- 25. Data Universal Numbering System (DUNS):** 608717450
- 26. XL Associates is registered in the Central Contractor Registration (CCR) Database**



Information for Approved and Billable Travel Expenses:

- Costs incurred for transportation and per diem (lodging, meals, and incidental expenses) will be billed in accordance with the regulatory implementation of Public Law 99-234, FAR 31.205-46 Travel Costs, and the contractor's cost accounting system. These costs are directly reimbursable by the ordering agency.
- The contractor shall notify the ordering agency, in writing, of the requirement for reimbursement of transportation and per diem expenses, prior to acceptance of the order. This notification shall include a "not to exceed" estimate of the proposed costs. Any applicable indirect costs associated with the transportation and per diem expenses will be charged at a rate negotiated prior to the using agency's delivery order. Contractors shall be reimbursed only for incurred costs at or below the "not to exceed."
- Costs for transportation, lodging, meals, and incidental expenses incurred by contractor personnel on official company business are allowable subject to the limitations contained in FAR 31.205-46, Travel Costs.
- Reimbursements for costs that are not specified in this solicitation, or in any contractor task order resulting from this solicitation, are not allowed. It is GSA policy NOT to allow a charge of profit or fee on reimbursable items. No reimbursement will be made for a contractor's local travel (such as mileage to and from a local site).



About XL Associates, Inc.

XL Associates, Inc. (XL) a **Veteran Owned Small Business (VOSB)** headquartered in McLean, VA, possesses a 20-year history of providing excellent support services to both federal and commercial customers. Our typical past performance rating is “Outstanding/Excellent” and one of our customers refers to our management team as “national treasures”.

XL possesses a **Top Secret** facility clearance, a dedicated FSO, and employs a significant percentage of cleared personnel including Top Secret and above. We support a variety of customers who require various clearance levels in order to accomplish their grants, contracting and staffing requirements.

XL was founded in 1989 by Lloyd Mustin, II a fourth generation Naval Officer. His background is in federal and commercial contracting, finance, and staffing support. For over twenty years XL has provided excellent grants management professional support, staffing services, and contracting professionals to commercial and federal clients across all areas of contracting, procurement, administration, financial systems support, and cost analysis. XL’s core competencies are Grants Management Support, Acquisition and Contracts Support, and Specialized Professional Services. Our clients include Fortune 100 firms, various industry customers, and the federal government including NIST, FRA, Department of State, USAID, Department of Homeland Security, and Veterans Affairs.

XL provides clients with the critical levels of staff experience and credentials required to successfully accomplish mission goals and objectives, the corporate history to stand behind our promises, and **outstanding past performance ratings** by virtually all our customers. XL provides all aspects of **grants support services** today spanning the grants management lifecycle, to our clients across multiple domains, disciplines, and functional areas. **We meet and exceed all the Grants Support Services requirements for federal requirements.**

Additionally, there are new requirements for oversight, reporting, and transparency with grants awards and management under the Recovery Act requiring specialized reporting. There are a plethora of new guidelines, policies and regulations to address the Recovery Act, Data.Gov, new Web 2.0 and Social Networking interests, and overall transparency and “open” contract data including FOIA requests. XL staff is experienced in all aspects of these requirements and available to work on short term projects.

In support of our commitment as a VOSB, our staff is comprised of approximately **25% veterans**. Our staff possesses subject matter expertise with commercial and government grants, procurement and financial systems applications including Grants.gov, PRISM, PPIRS, CPARS, Deltek, Excel, Quick Books, and FPDS-NG, various Grants Management Information Systems, and MS Excel and MS Access databases. Our retention rate averages 96% which is unheard of in our space.



We are expert in all areas of Grants Program and Acquisition Support including the Grants Lifecycle Phases: Grants Financial Management; Grants Workflow Management; and General Support. XL and our highly seasoned and experienced staff possess many years of proven ability in all areas of Grants Management Support for many federal customers including FRA, NIST, DoS, and USAID. XL supports virtually every type of grant including competitive discretionary, R&D, construction, environmental, telecommunications and IT, and O&M on very short timeframes providing: grants application processing, negotiations, customer support and correspondence, monitoring and compliance, entering data, auditing, financial systems support, and every task related to Grants Lifecycle.

It is our goal to not merely perform the tasks requested, but work with stakeholders to seamlessly and systematically improve the entire grants management process along the way to ensure each grant cycle is more efficient and effective than the one before.

XL understands that in order to provide Grants Support Services and financial systems support there must be no perception of conflicts of interest (COI/OCI) and there must be a commitment to closely monitor, manage, and control projects and work within completely open and transparent environments. Our experience working with clients on intense and rapidly evolving projects has resulted in the development of a scalable grants project management PMBOK-based methodology encompassing the full life cycle of a project including project initiation, planning, executing, monitoring and controlling, ARRA reporting, and closing out activities and/or program controls.

Examples of our Grants Management Support Include:

National Institute of Standards and Technology (NIST): The scope XL's support to NIST is to provide professional support services for Grants Management and Specialist Support with discretionary grants and agreements process, administration and closeout. The XL team must comply with all applicable statutes, OMB Circulars, regulations and policies, including those of the US Department of Commerce (DOC), NTIA, and NIST.

XL supports the NIST grants team in the review of award files and documentation to ensure the completeness, accuracy and conformance to requirements; obtain all required audit reports and review for findings; verify that all applicable special award conditions have been satisfied; document the awards and associated submissions into the NIST Grants Management Information System (GMIS); review the accounts set up in the Department of Treasury ASAP.gov payment system to determine the need to de-obligate any unused funds remaining and to establish accounts payable as required in order to ensure that over-disbursements of federal funds are returned to the US Treasury; respond to recipient, federal program officer and Office of Inspector General inquiries; monitor awards to ensure compliance with all terms and conditions; and close out the award in a timely manner.

This contract requires strict adherence to CFR, FAR, DOC and NIST directives, and executive orders.



U.S. Department of State (DoS): This task supports 80% of all grants awarded and administered by DoS covering over 18 Bureaus. XL staff was critical to compliance and cost management and monitored and closed out two large Asian Foundation grants of \$27M and \$45M. The scope of this effort is to provide professional support services for Grants Management Support in all aspects of the discretionary grants and agreements process, including but not limited to pre-award, award, administration and closeout. The team must comply with all applicable federal, state, and local statutes, regulations and policies, including those of the DoS, OMB, and Executive Orders. XL supports the DoS grants team in the review of proposals and pre-award materials to ensure completeness and conformance to requirements; obtain all pre-award clearances; perform cost analysis of budgets; prepare and issue award in a timely manner; incorporate special award conditions as applicable; document the award in the grants management system (GMS); set-up in the Department of Treasury payment system; respond to recipient and federal program officer inquiries; monitor the award to ensure compliance with all terms; and close out the award in a timely manner. Some of the efforts involve deployment offshore in dangerous, third world countries in order to award and manage the grants. XL provides specialized cleared resources to perform these functions. XL provides these resources on very short turn-around basis and the president of the company Mr. Lloyd Mustin often is involved in specialty hiring.

Overall responsibilities include a full range of grants management functions, including pre-award, budget review, negotiation, assistance with NICRA's, administration for complex grants, review of program and financial reports and post award close-out. Perform a variety of grant functions including collaborating with Program Officers to develop a mutual understanding of the program and determining whether questionable costs are allowable or unallowable based OMB Circulars.

Additional project history and past performance information can be provided by contacting us directly. For additional information or for a quotation on your specific need, please contact Dale Ritchie, Director of Operations, at 703-848-0400 or via email at [drichie@xla.com](mailto:dritchie@xla.com).



XL FABS Services – Approved Hourly Rates and Discounts, Education and Experience Requirements, and Labor Category Descriptions

**TABLE 1 – CURRENT GSA APPROVED FABS RATES
SIN 520 22/22RC**

LABOR CATEGORY	GSA APPROVED GOVERNMENT HOURLY RATES	GOVERNMENT DISCOUNT FROM COMMERCIAL RATES
Junior Grants Administrative Support Specialist	\$38.19	20.04%
Grants Administrative Support Specialist	\$47.50	33.38%
Junior Grants Associate	\$51.38	15.00%
Grants Associate I	\$57.66	13.00%
Grants Associate II	\$69.49	16.00%
Senior Grants Management Specialist	\$114.33	17.00%
Grants Process Analyst	\$81.90	19.00%
Grants Administrator	\$112.71	12.00%
Senior Grants Administrator	\$127.62	17.32%
Level 1 – Project Manager / SME	\$149.06	33.16%
Level 2 – Project Manager / SME	\$169.02	36.05%
SME / Program Manager	\$248.35	33.41%

Please See Table 2 for Labor Category Education/Experience Requirements

Please See Table 3 for Equivalent Education/Experience Matrix

Please See Table 4 for Labor Category Descriptions

**TABLE 2 – Labor Category Education/Experience Requirements**

XL GSA FABS Labor Category	Minimum Job Related Experience Required	Minimum Education Requirements
Junior Grants Administrative Support Specialist	6 months	HS Diploma
Grants Administrative Support Specialist	6 months	Associates Degree
Junior Grants Associate	1 year	Associates Degree
Grants Associate I	1 year	BS/BA
Grants Associate II	3 years	BS/BA
Senior Grants Management Specialist	8 years	BS/BA
Grants Process Analyst	5 years	BS/BA
Grants Administrator	7 years	BS/BA
Senior Grants Administrator	9 years	BS/BA
Level 1 – Project Manager / SME	8 years	BS/BA
Level 2 – Project Manager / SME	12 years	BS/BA
SME / Program Manager	15 years	BS/BA

TABLE 3 – Equivalent Education/Experience Matrix

The below Matrix applies to all Labor Categories.

Years of Experience	Relevant Education Substitution
Two (2) years	AA/AS or Two (2) years study beyond HS
Four (4) years	BA/BS
Six (6) years	MA/MS/JD
Eight (8) years	PhD

Education	Relevant Experience Substitution
AA/AS or Two (2) years study beyond HS	Two (2) years
BA/BS	Four (4) years
MA/MS/JD	Six (6) years
PhD	Eight (8) years

**TABLE 4 – LABOR CATEGORY DESCRIPTIONS**

LABOR CATEGORY	FUNCTIONAL DESCRIPTION
Junior Grants Administrative Support Specialist	The Junior Grants Administrative Support Specialist provides administrative support for the Grants Team throughout pre-award, award and post award phases of grant lifecycle. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.
Grants Administrative Support Specialist	The Grants Administrative Support Specialist provides support for the Grants Team by providing assistance with tracking of grant proposals, tracking grant agreements, and providing project status reports to Senior Grants Team members. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.
Junior Grants Associate	The Junior Grants Specialist provides support for the Grants Team including helping to write solicitations, providing assistance in coordinating review panels and administrative preparation of award documents. Fully capable in the use of desktop computers, including Microsoft Office Suite programs.
Grants Associate I	Responsible for the development and coordination of activities related to grants or contracts. Responsibilities may include program development, ensuring that grants or contracts adhere to organizational standards, and disbursement of funds. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks; works under general supervision. A certain degree of creativity and latitude is expected. May report to a supervisor or a manager.
Grants Associate II	Prepares and manages proposals for grants in accordance with funder's policies and legal requirements. Prepares contract proposals and administers major contracts. Negotiates contractual provisions with potential partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of unit/department.

**TABLE 4 – LABOR CATEGORY DESCRIPTIONS**

LABOR CATEGORY	FUNCTIONAL DESCRIPTION
Senior Grants Management Specialist	Is responsible for managing and coordinating a complex grants portfolio including inter-agency agreements, cooperative agreements, and highly technical special projects. May serve as expert for the planning, implementation and evaluation of grant proposals and provide guidance on cooperative agreements, cost-share agreements, participating agreements, collection agreements, interagency and intra-agency agreements and memoranda of understanding. May participate in the negotiation, award, and review all reimbursement requests for appropriateness. Ensure that awardees are in compliance with established administrative and financial policies, procedures, and sound business practices. Post-award - monitors all phases of award and closing, including assessment of technical progress and performance. The positions knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues and knowledge of laws, regulations, agency policy, precedent cases, and other requirements that affect grant program administration.
Grants Process Analyst	The Grants Process Analyst obtains, analyzes and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. May work under the supervision of a senior process expert. Responsible for understanding and documenting processes, including sensitivity variables and human/process interfaces. Fully capable in the use of desktop computers, including Microsoft Office Suite programs, as well as automated process tools.

**TABLE 4 – LABOR CATEGORY DESCRIPTIONS**

LABOR CATEGORY	FUNCTIONAL DESCRIPTION
Grants Administrator	Responsible for the activities of the organization or foundation, both before and after the awards process. Establishes standards and deadlines for proposals, reviews proposals for completeness, and ensures compliance with organizational or foundation standards. Maintains records of funding sources and grant applicants. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.
Senior Grants Administrator	Obtains, analyzes, and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. Performs comparative analysis of grantee or applicant grant proposals with historical data to develop recommendations on program selection, contract terms, or prices. Researches and uses the most appropriate methodology to forecast program completion cost. Verifies grant cost data with Government accounting and audit agency or other benchmark rates. Analyzes grant applications, including such aspects as evaluating technical and performance reports, evaluating economic factors and cost reasonableness, evaluating implementation efficiencies, and evaluating applicant methods of allocating cost through various types of overhead and general and administrative expense as appropriate. In addition s/he will be working toward possessing the qualifications required for signature authority for grant awards. Actual award signature authority is reserved for government personnel. Acts as a SME for grants processes and administration. May be a SME for financial management and reporting systems. In addition s/he will possess the qualifications required for signature authority for grant awards. Actual award signature authority is reserved for government personnel. May supervise Grants Administrators.

**TABLE 4 – LABOR CATEGORY DESCRIPTIONS**

LABOR CATEGORY	FUNCTIONAL DESCRIPTION
Level 1 - Project Manager / SME	The Project Manager 1 is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.
Level 2 - Project Manager / SME	The Project Manager 2 is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment. The Project Manager II may oversee particularly complex projects or multiple, related projects.
SME/Program Manager	The Program Manager is widely experienced, has managed large acquisition projects, has created and established related policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES). Generally manages multiple projects and is PMP certified.

END OF INFORMATION